



## Configure Business Hours Settings

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## Display or Modify a Business Hours Schedule

Use this procedure to display or modify a business hours schedule.

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- Step 1** Choose **System > Business Hours Settings**. The System Business Hours window appears.
- Step 2** Choose the Business Hours schedule you want to view or modify from the drop-down list.
- Step 3** Click the box for each half-hour increment to check or uncheck it. A gray box indicates that the business is closed during that time period. A checked box indicates that the business is open.
- Step 4** Click **Apply** to save your changes.
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## Add a Business Hours Schedule

Use this procedure to create a Business hours schedule.

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- Step 1** Choose **System > Business Hours Settings**. The System Business Hours window appears.
- Step 2** Choose the Business Hours schedule you want to modify from the drop-down list, or, if you do not have a business hours schedule, click **Add** to create one.
- Step 3** Click the box for each half-hour increment to check or uncheck it. A gray box indicates that the business is closed during that time period. A checked box indicates that the business is open.
- Step 4** Click **Apply** to save your changes.
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## Copy Business Hour Days

Copy the business hours schedule from one day to another day, or range of days. For example, if you have a business that is open Monday through Friday for the same hours, you can configure first the hours for Monday, and copy Monday's schedule to all weekdays.

Use this procedure to copy the business hours schedule for a day.

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- Step 1** Choose **System > Business Hours Settings**. The System Business Hours window appears.
- Step 2** Configure the day you want to copy and choose it from the drop-down list at the bottom of the Business Hours Settings window.
- Step 3** Choose either the day to which you want to copy the configured schedule, or one of the following from the drop-down list on the right:
- **All weekdays**—copies the schedule for the configured day to all weekdays.
  - **Weekend**—copies the schedule for the configured day to all weekend days.
- Tip** For a business that is open regular business hours on Monday through Friday, configure Monday's hours and copy Monday's hours to all weekdays, then configure Saturday's hours, and copy to Sunday.
- Step 4** Click **Copy Schedule**.
- Step 5** Click **Apply** to save your changes.
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## Delete a Business Hours Schedule

Use this procedure to delete a Business hours schedule.

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- Step 1** Choose **System > Business Hours Settings**. The System Business Hours window appears.
- Step 2** Choose the schedule that you want to delete from the Business Hours Schedule drop-down list.
- Step 3** Click **Delete**.
- Step 4** Click **Ok** at the information prompt.
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